

Special Inspector Letterhead

[Date]

[Owner or Registered Design Professional in Responsible Charge (RDPiRC)]

[Address 1]

[Address 2]

[CSZ]

Notice of Non-Compliance

Project: [Project Name]
[Project Address]
San Antonio, Texas

City of San Antonio Permit Number []

According to Chapter 1704.1.2 of the 2003 International Building Code, “discrepancies shall be brought to the attention of the building official and to the registered design professional in responsible charge”.

As a special inspector for the specific required special inspections for this project during construction, special inspections performed so for indicate that the construction of the _____ does not comply with the requirements of the construction documents.

DO NOT COVER OR CONCEAL ANY WORK IN AREAS OF NON-COMPLIANCE UNTIL CORRECTING THE NON-COMPLIANT WORK AND RECEIVING A FIELD REPORT INDICATING THE WORK IS CORRECTED.

Attached are test / inspection reports describing the non-compliant construction.

Respectfully,

[Special Inspector Firm Name]

[Signature of Inspector]

[Name of Inspector]

[Special Inspector's Seal]

(if applicable)

Attachments: _____

CC: Registered Design Professional in Responsible Charge
City Building Official
General Contractor